

**SECRET**

OSA-1865-64

**MEMORANDUM FOR: Assistant Director, Office of Special Activities**

**SUBJECT : Staffing Complement Changes**

1. Attachment A is a list of proposed positions to be added to the OSA Staffing Complement as the result of the increase in personnel ceiling from [ ] to [ ].

25X1A

25X1A

2. It does not appear feasible within the current personnel ceiling of [ ] to have a specific position for each person. I have taken the responsibility, therefore, of reducing the numbers of some positions in order to maintain the integrity of our Staffing Complement. For example, I have reduced the number of Fire Fighter positions from [ ] to [ ] so that all of the vacant positions in [ ] may stay on the Staffing Complement. This does not mean that [ ] will not get [ ] Fire Fighters. In fact, all Fire Fighters [ ] are now or soon will be in place. Within the concept of a flexible Staffing Complement, the approach used is well within the "rules of the game." When our on-duty strength reaches [ ] it will then be necessary to get another increase in ceiling if vacancies such as in [ ] are to be filled. Briefly and bluntly, [ ] has been staffed at the expense of Headquarters.

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3. Attachment B is a list of positions that can be added to our Staffing Complement if and when our ceiling is increased.

4. If you approve the addition of the positions

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listed in Attachment A to our Staffing Complement,  
please sign the attached memorandum to the Director  
of Personnel.

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Chief, Personnel Branch  
OSA/DD/S&T

Attachments:  
As stated

PB/OSA/ (13 April 1964)

25X1A

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